



Kids Express Preschool

Tina Palguta, Director

717-464-1439



Job Description for Assistant Teacher at Kids Express Preschool

Title: Assistant teacher

Qualifications

1. Shows evidence of Christian maturity and a strong grasp of the essence of Christian education.
2. Experience in working with preschool age children.
3. Shows a willingness to serve in partnership and under the direction of a head teacher.
3. Alternatives to the above qualifications as the director may find appropriate.

Reports to Kids Express Preschool director
Kids Express Preschool classroom teacher

Performance Responsibilities

Spiritual:

Demonstrates spiritual maturity in attitude, actions, and speech, showing a consistent walk with Jesus Christ; in all work is sensitive to the spiritual needs of people.

Classroom Management

1. Assists in implementing the daily program under the direction of the teacher and the director.
2. Assists in preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Assists in supervising the classroom and playground; is responsible for discipline in the classroom/playground in accordance with the early education discipline formula under the direction of the teacher and/or director; treats all children with dignity and respect.
4. Assists with general housekeeping tasks.
5. Maintains a professional attitude in communicating with the teacher, director, children, and parents.
6. Attends staff meetings and training programs as deemed necessary by the teacher and/or the director.
7. Is willing to fulfill responsibilities and procedures as presented in the Kids Express Preschool staff handbook.
8. Performs additional appropriate duties as assigned by the teacher and/or director.